

## DEFINITION

This employee is responsible for protection of the life and property of the citizens of the City. This employee is under the direct supervision of the Chief of Police and the shift supervisor. The employee is expected to perform his or her duties according to state laws, city ordinances, and the policies and procedures of the police department. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgment in order to complete tasks.

## EQUIPMENT / JOB LOCATION

The employee will operate a variety of equipment including firearms, radio and communications equipment, police vehicles, radar, drug test kit, computer, fingerprinting and various emergency equipment. The demands of this position can be stressful both mentally and physically. The employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

## ADDITIONAL EXAMPLES OF WORK PERFORMED

Directs and controls traffic.  
Testifies in court or legal proceedings.  
May issue parking tickets.  
Maintains all law enforcement equipment.  
Provides specialized instruction and makes presentations to school classrooms, community groups and others.  
Assists other departments or agencies with law enforcement activities.  
May perform emergency first aid.  
May provide animal control services.  
May serve as dispatcher.  
Operates a computer.  
Keeps records.  
Performs related work as required.  
Perform other duties assigned by the Chief of Police.

## REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the local jurisdiction, city ordinances, and state and federal laws.  
Effective methods of investigation.  
The court system and presentation of evidence in court proceedings.  
Geography of the City.  
Methods of first aid.  
Ability to react quickly and calmly in emergency situations and to determine the proper course of action.  
Ascertain facts by personal contact, observation, and the examination of records.  
Explain and interpret pertinent provisions of laws, ordinances, and regulations.  
Enforce laws firmly, tactfully, equally, and with respect for the rights of others.

Develop skill in the use and care of firearms.

Establish and maintain an effective working relationship with the public and other employees.

Frequent interaction with the general public, in a variety of circumstances.

Understand and execute difficult oral and written instructions and guidelines.

## QUALIFICATIONS

1. Must have a valid Driver License.
2. Must be at least nineteen (19) years of age and have a valid Birth Certificate.
3. Must be a U.S. Citizen. (If naturalized, papers are required).
4. Applicants must possess a valid High School Diploma or G.E.D.
5. Demonstrate reading and comprehension skills in the English language to at least the 12<sup>th</sup> grade level through interviews and written testing.
6. If the applicant has prior military service, must have been discharged honorably (DD Form 214 required).
7. Must never have been convicted of a felony and is not currently under indictment for any criminal offense.
8. Must never have been convicted of a misdemeanor involving perjury or false statement.
9. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*.
10. Never been convicted of any family violence offense.
11. Have never had a commission or peace officer license denied by final order or revoked.
12. Complete a thorough pre-employment application.
13. Must successfully complete an interview process.
14. Must meet the department/city approved drug policy.
15. Free from illegal drug use, or prescription drug abuse, for the past 5 years, as determined by interview, medical, or polygraph testing.
16. No history of the sale, distribution, or delivery of illegal drugs.
17. Must submit to a complete background investigation to include: warrants check, fingerprint check, complete records check and prior employment. All applicants must be found to be of good moral character.

18. Must submit to a psychological screening exam with satisfactory results.
19. Must submit to a complete physical examination meeting P.O.S.T. requirements, to include but not limited to: drug screening, hearing and vision screening.
20. Must successfully complete Department firearms qualification.
21. Successfully complete the minimum training required for P.O.S.T certification to include the current basic peace officer course or a commission recognized, P.O.S.T. developed, basic law enforcement training course.
22. Oath of Office: Upon appointment and before being assigned to any duties in the LPD, officers shall take and subscribe to an oath of office to enforce the laws and uphold both the state and national constitutions. Civilian employees will take and subscribe to an oath of loyalty. Officers will also abide by the "Law Enforcement Code of Ethics," which is adopted by this Department and located in General Order 1.1.